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ABSTRACT

This student booklet is second in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Two units are included in this packet, one giving information and hints for filling out job application forms and the other discussing the usefulness of and guidelines for resumes and cover letters. At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

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COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET
SERIES ON JOB ENTRY AND ADJUSTMENT

Packet Two

APPLICATIONS AND RESUMES

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

APPLICATIONS AND RESUMES

We all agree that getting a job is not an easy thing to do. But have you ever put yourself in the shoes of an employer who must choose "the right person for the job"? Out of, say, 120 applicants, only one may be selected. Job application forms and resumes are "screening devices." An employer uses them to select the most suitable applicants for further consideration. This is done on the basis of certain pieces of factual information included in these forms.

In applying for a job, you are faced with filling out a variety of standard forms. Yet, knowing the basic facts needed to fill in these forms is not enough. You must also be prepared to provide the employer with a written history of your experiences; that is, your resume.

Application forms and resumes both emphasize the kinds of information that will show whether or not you are qualified for the job. This Packet will

point out the facts that you must know about yourself in order to complete application forms and resumes accurately and to your best advantage. You will also learn how to write a resume and when to use it.



STUDENT OBJECTIVES



After you have read the first section of this Learning Activity Packet, you should be able to:

- State the purposes for an application form.
- Fill out an application form.
- Identify the types of information called for on a job application form.

JOB APPLICATION

In order to make the best first impression on an employer, you must be prepared to fill out the application form accurately and completely. Following is a list of basic personal facts that are often asked for on job applications:

Telephone number

Birthplace

Father's full (given) name

Mother's maiden name

Height

Hobbies

Special interests

School activities

School awards

Drivers license
number

Weight

Previous addresses

Social security number

Position desired

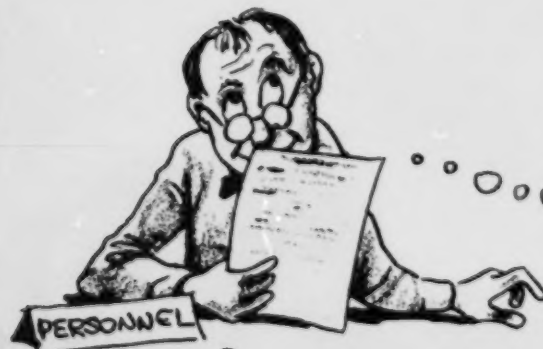
Salary desired

Marital status
(whether or not you
are married)

Hobbies and special interests are often important to employers because they highlight your personal interests and may alert the employer to other positions for which you may be better suited. For example, if you were applying for a job in a large department store and listed the hobby of

breeding dogs on your application form, the personnel officer would more likely place you in the pet department than in fabrics and needlework. Also hobbies such as collecting stamps and building models may demonstrate that you have patience, and a knack for work that requires thoroughness and detail. Qualities like these may impress your employer, since they can be important for pointing out future job skills.

Along with these basic personal facts, other information will be required about your education and past employment. Since many people find it difficult to remember all of the details of this information, you may find it helpful to write it down.



Educational Background

<u>Name of School</u>	<u>Location</u>	<u>Years Attended</u>
Elementary		
Junior High		
High School		
College		
Other		

Employment Record (List most recent job first)

<u>Employer</u>	<u>Address</u>	<u>Position</u>	<u>Salary</u>	<u>Dates Employed</u>	<u>Reasons for Leaving</u>

This section on work history is very important, mostly because it shows the different kinds of jobs you have had. It is also a good indication of your ambitions and drive to work hard and keep busy. Don't forget to include what you may consider "small jobs," such as babysitting and lawn mowing. Your employer might be impressed by the variety of jobs in your work experience or your willingness to learn new things. Be sure to explain your reasons for leaving a job.

They may include low salary, no room for advancement, return to school, or whatever is appropriate.

Most job applications will require that you list 3 references. These should be people who know you well and can express an informed opinion of your personal character. Do not use relatives or friends of your own age. Use teachers--especially those who teach a subject close to the type of work you want, neighbors, friends of your parents, co-workers, and any similar people who you have known for over one year. Always have complete information about these people (i.e., full legal name, address, telephone number and occupation), and permission to use their names as references.

In addition to being well prepared for filling in information on applications, you should also keep these hints in mind when filling out forms.

1. Print N.A. (not applicable) after questions that do not apply to you, such as "military service," if you have not been in the armed forces.
2. Put "open" if you don't know the correct salary



for the job. You may have an idea of the general salary range for the position you are applying for. If you do, then put in a salary range. Don't overprice yourself. The employer will not consider your application if he feels you will be unhappy with the salary he offers you.

3. Make sure you know your social security number. If you haven't memorized it, take your card with you. If you don't have a social security number, then you must get one. You may obtain an application for a social security number at any local post office.
4. Neatness counts! Never underestimate the value of physical appearance, whether it is your own or that of your application form. Use ballpoint pens instead of pencils and print everything except your signature. Try not to cross things out or erase.
5. Did you ever wonder why your teachers kept drilling you on spelling and insisting that you know the differences between the comma and the semi-colon? The job application is one main reason. Correct spelling, grammar and punctuation all contribute to the first impression of you that an employer may have.
6. Be sure you follow the instructions. If the application says to list your work history from

your most recent job back to your first job, do it that way. Always use your full, given name--not a nickname. Following instructions is a major part of nearly every job you may apply for.

7. Be prepared to give a well-thought-out reason for wanting the particular job.
8. Be able to identify where you heard about the job opening. You may have gotten the information from a friend, the Yellow Pages or the newspaper.

Honesty is always the best policy when filling out an application form. Your answers to the employer's questions must be truthful and complete even if it means reporting a police record or the fact that you were fired from your last job. Most application forms include a space for "additional comments" where you can further explain any problems that you may have.

Other pieces of information which you should never try to hide from an employer are such things as poor eyesight or hearing or a poor driving record. Reporting such information may be for your own safety. Imagine having a job as a cab driver if your night

visor is very bad or if your driver's license has been suspended.

Even if the employer does not offer you the job, he will appreciate your honesty and your efforts to overcome such problems. He may keep your application on file in case a more suitable position comes up. On the other hand, if the employer discovers a police record after you've been hired, he may fire you simply because you lied to him and violated the trust he may have had in you. The fact that you were fired from a job because of dishonesty will look pretty unimpressive on your employment history for your next job application.

Finally, if the application form has a section for "additional comments," it is a good idea for you to use that space to expand on your interests, hobbies, and extracurricular activities. This is the one place where you can make your application different from the "run of the mill" application that the personnel officer has been reading all morning. Put some thought into writing a short paragraph explaining why you think you are best suited for that particular job.

Below are some activities for you to do so that you can be sure you are ready to complete job application forms. Complete all of the activities.

LEARNING ACTIVITIES

1. Go out and get sample applications from retail stores and local businesses (at least three). Examine each and choose those questions which are found on all the applications and those which are not. See if you have answers for all of them.
2. Make a listing of your educational and employment background by following examples on page 3.
3. Scrambler: Paul Neuman wanted to fill out an application for a job he was interested in. First, he made a list of all of the important pieces of information. Then, he had to fill in the information in the correct blanks on the application form. Can you help by matching the following items with the numbered items on the application form?

- a. 5'7"
 b. Collect stamps; play pool; swimming
 c. July 4, 1957/Pittsburgh, Pa.
 d. Michael James Neuman
 e. 146 lbs.
 f. Same as present address
 g. (444) 900-9999
 h. 16 Kennedy Place, Lanham, Pennsylvania 99999
 i. Varsity Swim Team; Drama; Debate Team
 j. Salesman Position
 k. Pa. License: D45JK40569
 l. 266-66-3666
 m. Jo Mary Neuman
 n. Paul Brian Neuman
 o. National Honor Society
 p. McDonalds/ Mr. Smith Hic Road Hamburger
 Lanham, Pa. Flipper
 \$2.00/hr. June, 1972-June, 1973 Low salary
 q. Harmony Creek 4 Harmony Road Sept., 1963-
 Elementary Harmony, Pa. 99990 June, 1968
 r. \$5,000-\$5,500/a year
 s. Single

Today's Date <u>06/24/76</u>		SAMPLE APPLICATION		① Social Security Number _____	
PERSONAL INFORMATION					
② Name _____	Age <u>18</u>	③ Date of Birth/Place _____			
④ Present Address _____	Sex <u>M</u>	⑤ Height _____	⑥ Weight _____	⑦ Home Phone () _____	
⑨ Previous Address _____	⑧ Father's Name _____	first _____	middle _____	last _____	
⑩ Mother's Name _____	first _____	middle _____	last _____		
⑪ Marital status _____					
⑬ Position Desired _____	Do you Drive? ☒ Yes ☐ No		⑫ Drivers License No. _____		
⑭ Salary Desired _____					
EDUCATION					
⑮	Name of School	Location	Years Attended		
Elementary	Harmony Creek Jr. High	Harmony Road, Harmony, Pa. 99990	Sept. 1968-June 1970		
High School	Harmony Creek High School	Harmony Road, Harmony, Pa. 99990	Sept. 1970-June 1974		
College	N.A.				
Other	N.A.				
⑯ Hobbies _____	⑰ School Activities _____				
	⑱ School Awards _____				
EMPLOYMENT: List most recent job first.					
Employer/Supervisor	Address	Position	Salary	Dates Employed	Reason for Leaving
BARNES TV, HR RD BARNES, LANHAM, PA		TV SALESMAN	\$2.50/HR	JUNE 1972-SEPT 1973	RETURNED TO SCHOOL
⑲					
References					
Name	Address	Position	Have known how long		
Mr. John King Ding	14 Kennedy Place, Lanham, Pa. 99999	Salesman	7 years		
Mr. Ed Barnes	c/o Barnes TV, Barn Rd, Lanham, Pa.	owner	1 year		
Miss Lane Plano	c/o Harmony Creek High School, Harmony, Pa. 99990	Counselor	3 years		
Comments _____					
Signature <u>Paul Brian Neuman</u>			Date <u>06/24/76</u>		

✓CHECK YOUR KNOWLEDGE

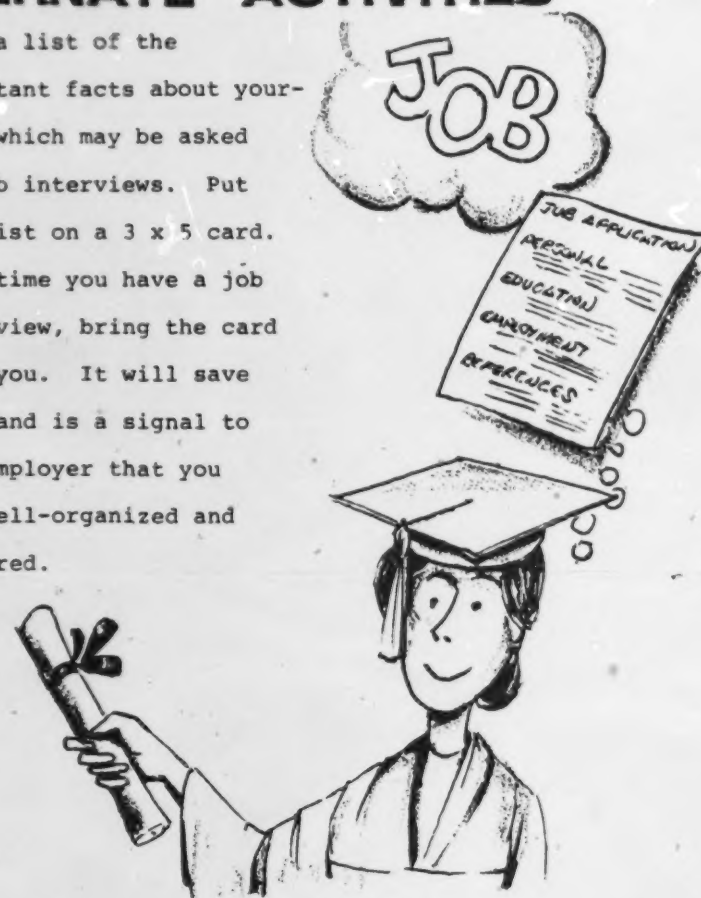
Complete the following on a separate sheet of paper.

1. List 5 facts about yourself and your background that you should know in order to fill out an application.
2. How many references are usually needed on a job application?
3. List 3 hints in filling out a job application.
4. What individuals should you not use for references?
5. Complete the following sentences:
 - a. An _____ in a screening device used to help fill job vacancies.
 - b. _____ is the term used when a question on the application does not apply to you.
6. Explain why it is important to be honest when filling out a job application.

Check your answers with your teacher. If possible, do the Alternate Activity. Then, go on to Unit 2.

ALTERNATE ACTIVITIES

1. Make a list of the important facts about yourself which may be asked at job interviews. Put the list on a 3 x 5 card. Next time you have a job interview, bring the card with you. It will save time and is a signal to the employer that you are well-organized and prepared.



STUDENT OBJECTIVES

2

After you have read Unit 2 of this Packet, you should be able to:

- List the important facts about yourself that should be included in a resume.
- Identify the main features of the cover letter.
- Identify those situations in which a resume is desirable.

THE RESUME AND COVER LETTER



The written history of your experiences, or personal data sheets, are called resumes. Resumes contain many of the same facts required on the applications on page 2 of this Packet. Remember that resumes, like applications, should be thorough, neat, and truthful. Many employers will ask to see your resume before they give you an application. This is part of a careful screening process through which employers eliminate job applicants. If your resume shows experience that the employer needs, you have jumped the first hurdle in getting that job. There are many types of resumes. The following is a sample of the basic type:

Personal Data

Name: Archie Wells
Address: 4200 32nd Street
Queens, New York 16504
Telephone No.: 680-4345
Age: 55 Height: 5'8" Weight: 175 lbs.
Marital Status: Married
Date of Birth: Dec. 22, 1920
Draft Status: 4A

Education:

Name of Last High School: Queensboro High School
Address: 4300 32nd Street
Queens, New York 16504
From (mo./yr.) to (mo./yr.): Sept. 1934-June 1936
Did you graduate?: No.

List subjects pertaining to the job you are applying for:

<u>Major Subjects</u>	<u>Credits</u>	<u>Grade</u>
1. Diversified Occupations	3	A
2. Business Math	1	B
3. Basic Grammar	1	B
4. Metal Work	1	C
5. Gym	1	B

Previous Employment

<u>Employer/Address</u>	<u>Position</u>	<u>From/To</u>	<u>Duties</u>	<u>Reason for Leaving</u>
Parkless Department Store East 52nd Street Bronx, New York	Stock-clerk	July, 1936/ (Break for WWII) April, 1975	Stock-work	No advancement

Extracurricular Activities

Boy Scouts of America
American Legion
Veterans of Foreign Wars
Representative of Teamsters Union

Present Interests and Skills

Bowling
Pool

References

Name:	Mr. Art Jones
Address:	823 68th Street, Queens, N.Y.
Telephone No.:	680-1212
Business or Profession:	Bartender
Name:	Mr. Jack Bryantz
Address:	4689 E. 121st St., Bronx, N.Y.
Telephone No.:	869-2354
Business or Profession:	Former Supervisor
Name:	Mrs. Alice Simpson
Address:	3 Park Avenue, New York, N.Y.
Telephone No.:	999-9999
Business or Profession:	Secretary

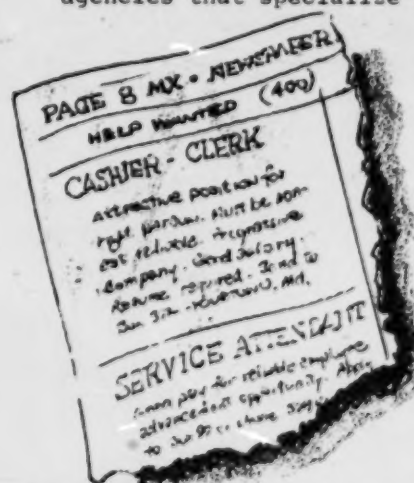
There are certain guidelines you should follow in preparing your resume. Basically, your resume should tell your employer: 1) who you are, 2) what you know, 3) what you have done, and 4) what you would like to do. A resume is generally divided into 3 sections: Your employment record, educational background, and personal qualifications.

Here are some helpful hints towards making a successful resume:

1. Type it neatly. Handwritten materials are difficult to read and do not look as impressive as a typed page.
2. Your resume should not be longer than one page unless you have very extensive work experience.
3. Use short phrases and list facts instead of writing complete sentences. The object of a resume is to tell the employer everything important about you in as little space as possible.
4. Include all important information about your education, work experience and career goals.
5. Try to follow the format of the sample resume on page 10 as closely as possible.

The resume can be used to replace or in addition to the standard application form. An employer may ask you to bring yours with you when you go for your interview. "Help Wanted" ads in the newspaper may require that you send your resume before you actually contact the employer personally.

You may also use your resume to locate job vacancies that have not been advertised. For example, if you are seeking a position in a print shop, you might send copies of your resume to all the printing companies listed in the Yellow Pages. Or, if you want a job as a keypunch operator, you may want to circulate your resume among employment agencies that specialize in computer services.



When you are mailing your resume rather than presenting it to your employer personally, you should always send the resume as an enclosure to a cover letter. The purpose of the cover letter is to introduce yourself to the employer and arouse his interest in you so that he will seriously consider your resume. Remember, you are trying to "sell" yourself to this employer.

The content of your cover letter should not simply repeat what is stated in your resume. Instead, it should state your job objective and a very brief summary of your qualifications for that job.

Here are a few pointers on what to include in your cover letter:

1. Type it neatly on 8½" x 11" white bond paper. Try not to erase or make obvious corrections.
2. If possible, try to address the letter to a specific person, by name. Your letter will be more likely to reach the proper person instead of a secretary's trash can.



3. Tell where you heard of the employer and why you are interested in his particular firm.
4. Try to make your letter seem personal, but still business-like. See if you can give the employer a small glimpse of your personality instead of sending him a cold, entirely factual business letter. He has probably been reading dry, boring business correspondence all day and would appreciate a letter with a human side to it. However, don't go overboard!
5. End your letter by asking the employer to respond. You should request an interview or ask him to send you the proper application materials. Don't forget to give him your address and telephone number!

Below is a sample cover letter for you to use
as a guide for writing your own.

1342 H Street
Hyattsville, Maryland
July 17, 197X

Mr. Joseph Davis
Department Manager
Glemco Company
42 Dover Road
Gaithersburg, Maryland

Dear Mr. Davis:

Please consider this letter as an application
for the current opening in your typing department.

Last June I graduated from Hyattsville High
School after completing a three year commercial
course. My typing speed is 70 w.p.m.

A record of my high school courses, grades,
and previous work experience is included on the
attached resume. I have a genuine liking for
office work. If given an opportunity, I will work
hard to prove myself an asset to your company.

I would appreciate the opportunity to come in
and talk over this matter with you at your
convenience. I may be reached at the above address
or by telephone (772-6820).

Very truly yours,

Elizabeth Aailer

LEARNING ACTIVITIES

Complete all of the activities below.

1. Ask your teacher for a personal data sheet and complete the form with your own personal data.
2. Write a sample cover letter for a job opening.
3. On a separate sheet of paper, list three situations in which a resume can be used.
4. Following are situations in which you must decide what should be used to solve the problem. Be careful...you may use a numbered item more than once and you may need to use more than one item for some solutions. On a separate sheet of paper, write the number of the item(s) you would use to solve the problem:
 - A. Joan is so desperate for a job that she has started looking in the Yellow Pages. What does she need to use to contact the companies she has found?
 1. RESUME
 2. APPLICATION
 3. COVER LETTER
 - B. Bob has arrived at an employment office. What form does he need to complete?
 - C. The employer at Brad's Retail Outlet wants to interview Jill. What form(s) should she have?

✓CHECK YOUR KNOWLEDGE

Do the following on a separate sheet of paper.

1. Multiple Choice: Write the letters of the answers which complete the following sentences.

- One thing you do not find in a resume, but you do find on an application is:
- a. previous employment. c. educational background.
 - b. position desired. d. none of these.
- The purpose of a cover letter is to
- a. introduce yourself and arouse an employer's interest.
 - b. repeat what is in your resume.
 - c. repeat what is in an application.
 - d. none of these.
- If you want to locate a job through the mail, you should send
- a. a cover letter with an application.
 - b. a cover letter with a resume.
 - c. a resume and application.
 - d. none of these.

- One thing a resume should not tell an employer is
- a. who you are. c. what you have done.
 - b. what you know. d. none of these.

- Which is not a purpose of a resume?
- a. to replace the standard application.
 - b. to answer a Help Wanted ad by mail.
 - c. to locate job vacancies that have not been advertised.
 - d. none of these.

2. Explain why you need a resume. Why do you need a cover letter?

3. List four hints toward making a successful resume.

Check your answers with your teacher. If you feel that you need more practice, you may want to do the Alternate Activity. Otherwise, you should review this unit.

ALTERNATE ACTIVITIES

1. Exchange your resume with another student who has completed one. If a student is unavailable, ask your teacher to make comments on yours.

Check to see if the following rules have been followed completely:

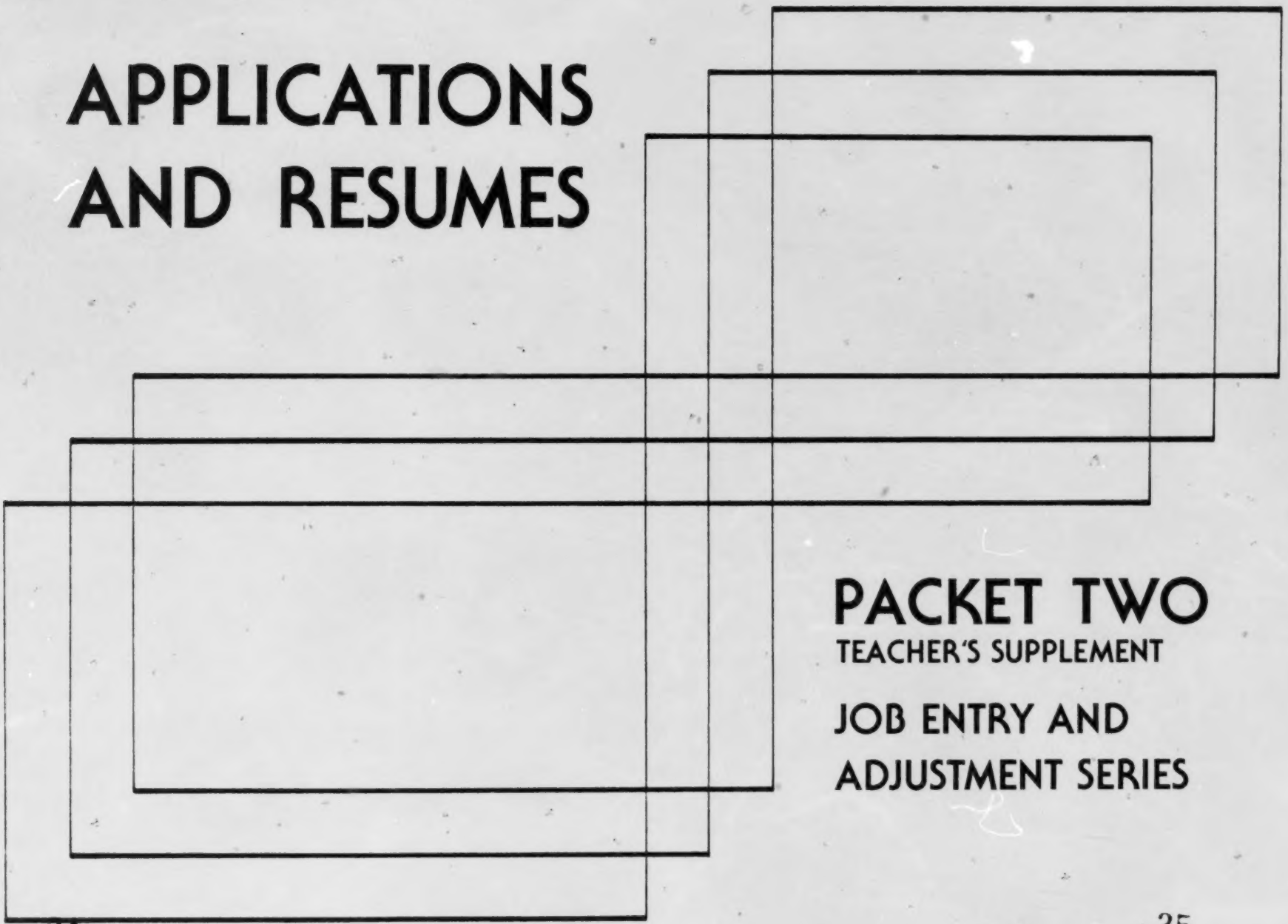
- a. Is it typed? If so, is it neat?
- b. Is it longer than one page?
- c. Are short phrases used?
- d. Can you think of any pieces of important information that haven't been included? If so, what?
- e. Are there many corrections? If so, are they obvious?

If you, your fellow students, or your teacher have found any errors, correct them. Keep a copy of the corrected resume with you whenever you are looking for a job.

You have now completed the Packet on Applications and Resumes. You may wish to review the material covered before you take the examination.



APPLICATIONS AND RESUMES

An abstract graphic consisting of several overlapping rectangles of varying sizes and positions, creating a layered, geometric effect. The rectangles are drawn with thin black lines and are scattered across the page, with some appearing behind the text and others in the foreground.

PACKET TWO

TEACHER'S SUPPLEMENT

JOB ENTRY AND
ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet Two

APPLICATIONS AND RESUMES

A project of the Department of Industrial Education, University of Maryland
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William Reiber, Prince Georges County Public Schools.

Illustrations: John Littlehales.

Answers to

LEARNING ACTIVITIES

3. See page 2B for scrambler fill-in sheet and answers.
1. Ditto master can be found on page 2C.
3. To locate job vacancies, to replace standard application forms, to respond to want ads.
4. A. 1 and 3
B. 2
C. 1

✓CHECK YOUR KNOWLEDGE

1. Can be any 5 of the following:
 - A. Telephone number
 - B. Birthplace
 - C. Parents' full names
 - D. Height
 - E. Weight
 - F. Soc. Sec. No.
 - G. Salary desired
2. 3
3. Be neat, bring or know your social security number, use correct spelling and grammar, put N. A. after questions that do not apply to you, put "open" if you don't know the correct salary for the job.

4. Relatives, friends your own age.
5. a. Application form
b. N. A.
6. Because if you are not honest, your employer may find out and possibly fire you.
1. b
a
b
d
d
2. Resume--to give employer background on yourself. Cover letter--to introduce yourself to employer and arouse his interest in you.
3. -Type it neatly.
-Try to write it in less than one page.
-Use short phrases.
-Include all important information about education, work experience and career goals.

Ditto master for Final Examination can be found on pages 2D and 2E.

Answers to
Learning Activity
#3, Page 6
Packet 2

<u>5</u> a.	<u>12</u> k.
<u>16</u> b.	<u>1</u> l.
<u>3</u> c.	<u>10</u> m.
<u>8</u> d.	<u>2</u> n.
<u>6</u> e.	<u>18</u> o.
<u>9</u> f.	<u>19</u> p.
<u>7</u> g.	<u>15</u> q.
<u>4</u> h.	<u>14</u> r.
<u>17</u> i.	<u>11</u> s.
<u>13</u> j.	

Learning Activity
#3, Page 6
Packet 2

___a.	___k.
___b.	___l.
___c.	___m.
___d.	___n.
___e.	___o.
___f.	___p.
___g.	___q.
___h.	___r.
___i.	___s.
___j.	

Ditto master for student use →

28

Personal Data:

(Personal Data Sheet)

Name: _____

Address: _____

Telephone No.: _____

Age _____ Height _____ Weight _____

Marital Status _____ Date of Birth _____

Draft Status (when it applies) _____

Education:

Name of Last High School Attended _____

Address _____

From _____ To _____
(mo./yr.) (mo./yr.)

Did you graduate? _____

List subjects pertaining to the job you are applying
for:

<u>Major subjects</u>	<u>Credits</u>	<u>Grade</u>
-----------------------	----------------	--------------

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |

Previous Employment (Begin with your last job first.)

Employer/Address	Position	From mo./yr. to mo./yr.	Duties	Reason for Leaving
------------------	----------	----------------------------------	--------	--------------------------

- | | | | | |
|----|--|--|--|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Extracurricular Activities

Present Interests and Skills

References

Name
Address
Telephone No.
Business or Profession

Answers to
Final Exam
Packet 2

b

b

a

d

Ditto master for student use →

2D

Final Exam
Packet 2

1. Circle the best answer:

- A. N. A. on a job application usually means
 - a. Never arrested
 - b. Not applicable
 - c. Not available
- B. The best people to use as references when applying for a job are:
 - a. Friends from school
 - b. Teachers
 - c. Relatives
 - d. Clergy
- C. The written history of your experiences is called:
 - a. A resume
 - b. A standard application form
 - c. A biography
 - d. None of the above
- D. A resume can be used:
 - a. To replace the standard application form
 - b. To answer "Help Wanted Ads"
 - c. To locate job vacancies that have not been advertised
 - d. All of the above

2D

Answers to
Final Exam
Packet 2

2. To show whether the applicant is qualified for a job.
3. Can be any 4 of the following:
Birthdate
Soc. Sec. #
Past work experience
Educational background
Position desired
Salary desired
4. Employment record
Educational background
Personal qualifications
5. To introduce yourself to the employer and arouse his interest in you.

Ditto master for student use →

2E

Final Exam
Packet 2

2. What is the purpose of an application form?
3. List four types of information that may be asked of an applicant on an application form.
A)
B)
C)
D)
4. A resume is generally divided into three sections.
What are the three sections?
A)
B)
C)
5. What is the purpose of a cover letter?

2E